

The Complete Guide

# Document Scanning & Indexing

[www.securescan.com](http://www.securescan.com)

# About SecureScan

SecureScan delivers a variety of scanning and imaging services designed to help businesses of all kinds reduce or eliminate their reliance from outdated, inefficient paper processes.

With unsurpassed expertise and superior customer support, SecureScan develops streamlined scanning and data extraction workflows specific to each customer's unique requirements. Our service makes it possible for organizations to eliminate the operational inefficiencies associated with paper record systems quickly and securely.



# Introduction

Businesses have relied on paper as the main method of recording, storing and distributing information for the better part of a century. Trusted, tried and true, paper is often comfortable and familiar.

Unfortunately, paper is also expensive to store, inefficient to use, and difficult to organize, especially at high volumes.

Businesses who rely heavily on legacy paper-based records systems often face operational challenges that can be difficult to overcome. Access to information is slow, and valuable business insights are often left undiscovered, hidden away somewhere inside of a filing cabinet.

For these reasons and more, many businesses are modernizing their record keeping with the aid of document scanning services.

Document scanning services allow you to convert your paper files into digital image files, offering improvements to security, productivity, and efficiency.

# The benefits of going paperless

Converting your paper records/documents into an archive of text searchable digital files offers incredible benefits for your business. Whether you are looking to free up storage space, improve your customer service, meet compliance requirements, or simply create a more accessible system for your data, SecureScan is here to help.



## Reduce Clutter

Say goodbye to filing cabinets, printers, and paper piles crowding your workspace.



## Improve Security

Protect critical data and maintain compliance with data privacy laws with ease.



## Work Efficiently

Find the documents you need instantly via intuitive text based search functionality.

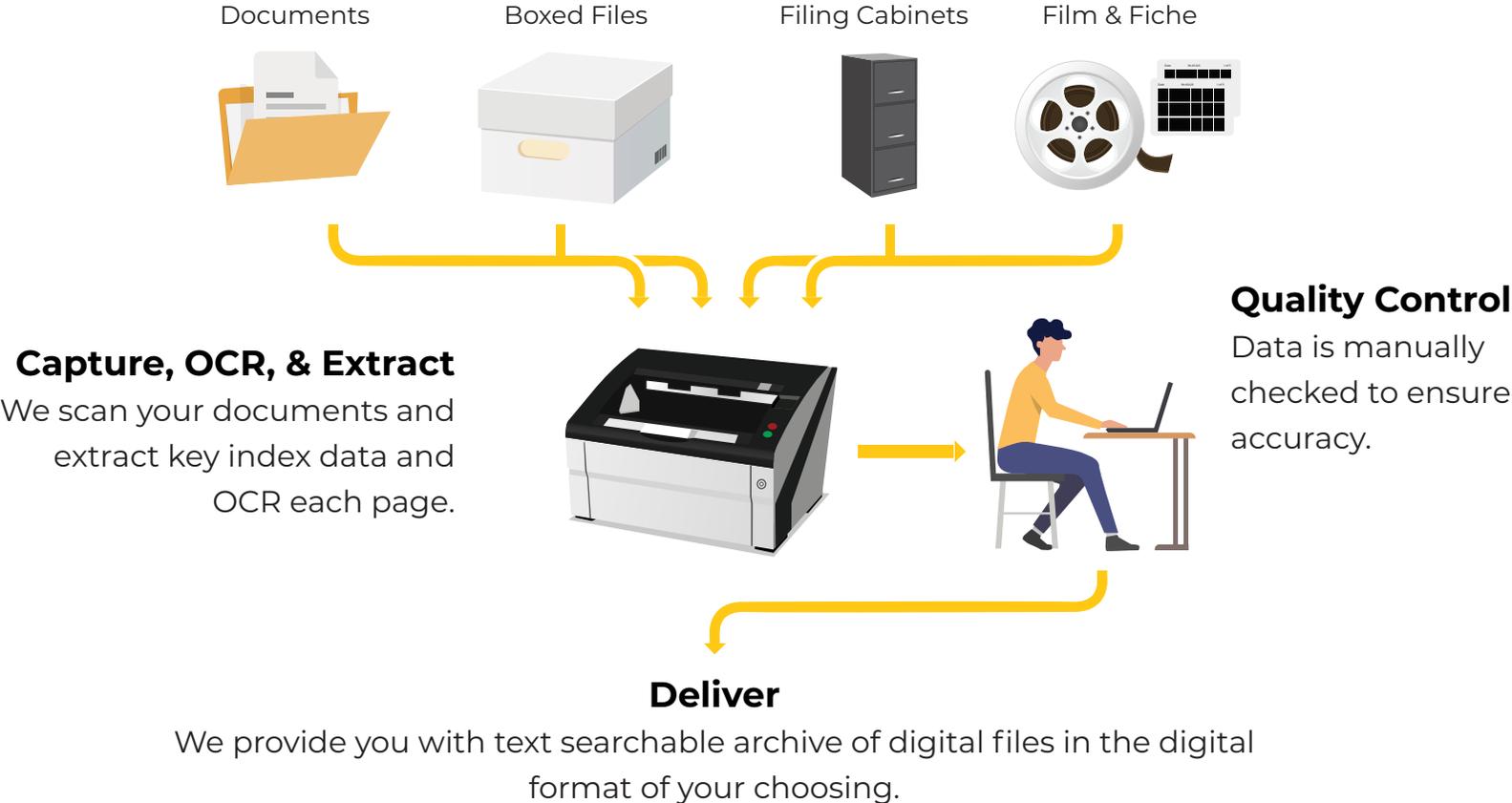


## Save Money

Eliminate the need for expensive on-site storage, hardware and IT staffing costs.

# How Does the Process Work?

We'll help you tackle your paper problems with our simple approach.



# Our Capabilities

Our commitment to your privacy and investments in secure technology sets us apart from our competitors. We adhere to the highest standards of data management and privacy including HIPAA compliance and SOC 2® Type 2 certification.

## Services We Provide

- ✓ High resolution scanning and data extraction
- ✓ Microfiche, COM fiche, and microfilm digitization
- ✓ Optical character recognition (OCR)
- ✓ Transportation of documents to and from our facility
- ✓ Document preparation and reassembly
- ✓ Large format document scanning
- ✓ Image enhancement
- ✓ Indexing & Manual Data Entry

## Industry Specific Scanning

- ✓ Medical Records & HIPAA
- ✓ Legal Records and Litigation Support
- ✓ Financial Records
- ✓ Human Resources Documentation
- ✓ Government Documents

# Why Choose SecureScan?

Our team is passionate, motivated, well trained, and ready to take on any challenge you can dish out.

We take great pride in our role of protecting the privacy and security of your sensitive data.



## **Straightforward Pricing**

With our simple pricing model, you'll know the final cost of your project on the day we start, no hidden fees or added costs.



## **3 Person, Double Blind Data Entry**

Our double blind data entry process and 100% manual audits ensure your data is captured accurately.



## **Dependable**

Our customers can count on our service team for timely project completion, top rated customer support, and professionalism.



## **Flexible**

No two businesses are alike. That's why we provide flexible service offerings to ensure that our service aligns perfectly with your needs.



## **Secure and Compliant**

Our HIPAA compliant, SOC 2 Type 2 certified scanning service makes meeting your data privacy requirements easy.

# Industries We Serve

We offer customized solutions that will help you modernize your record keeping practices without all of the usual headaches. Since 2003, we have had the opportunity to work with a wide variety of businesses and government agencies to improve the accessibility and security of critical data.



**Human Resources  
Departments**



**Architectural &  
Engineering**



**Accounts Payable  
Departments**



**Law Firms &  
Attorneys**



**Medical Facilities  
& Hospitals**



**Universities &  
Education**



**Government  
Agencies**



**Secure. Simple. Affordable.**

**Let's Chat About Your Next Project**

Contact us online or email us at [info@seurescan.com](mailto:info@seurescan.com) to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

**(877) SCAN-DOC**

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